

M S P



MANAGERIAL SELECTION PROCESS

OFFERING EQUAL EMPLOYMENT OPPORTUNITIES TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION. It is an objective of the State of California to achieve a drug-free State work place. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

THIS IS A CALTRANS PROMOTIONAL EXAMINATION IN WHICH LATERAL CANDIDATES FROM BOTH CALTRANS AND OTHER STATE AGENCIES ARE ENCOURAGED TO APPLY.

EXAMINATION ANNOUNCEMENT

THIS EXAMINATION IS FOR DESIGNATED MANAGERIAL POSITIONS.

CLASSIFICATION: STAFF SERVICES MANAGER III

POSITION TITLE: CHIEF, OFFICE OF PROGRAM OPERATIONS AND BUDGET DEVELOPMENT

SALARY: \$6779 - \$7474

LOCATION: HEADQUARTERS – SACRAMENTO

FINAL FILING DATE: OCTOBER 13, 2009

DUTIES/RESPONSIBILITIES

Under the general direction of the Division Chief, Budgets Program, this position serves as the Chief, Office of Program Operations and Budget Development. The responsibilities of this position are critical and complex in the preparation and administration of the Department's Governor's Budget, as well as development and management of a \$3 billion State Operations Budget for over 22,000 Personnel Years. The incumbent is responsible for all functions relating to development, implementation and administration of the Department's Support Operations programs, including personal services and operating expense allocation systems within required legislative and statutory constraints, along with preparing and processing Budget Change Proposals (BCPs), Finance Letters, and other budgetary actions/adjustments. The incumbent has a frequent interaction with the directorate within the department, as well as high-level management at the Department of Finance (DOF), Business Transportation and Housing Agency (Agency), the Governor's Office, Legislative committee consultants, and the Legislative Analyst's Office (LAO). The consequence of error in this position is extremely high and could result in a misstatement of policy or inappropriate use of resources exposing the Department to criticism from the Legislature and Administration. The

duties include directing the analysis, preparation, presentation and negotiation. Responsibilities include, but are not limited to:

- Oversees preparation of all segments of the Department of Transportation's (Caltrans') portion of the Governor's Budget including overseeing the development of the Governor's Budget, all schedules, the A-pages and the annual Budget Bills. Reconcile appropriations by expenditure category for eleven different funds.
- Prepares fund condition statements for each of the eleven funds. Serves as primary liaison with all control agencies on all Governor's Budget issues. Prepares a wide variety of budget schedules required in support of Caltrans' budget. Prepares and coordinates development of Caltrans' position on legislative budget issues.
- Oversees administration of Caltrans' budget including allocate and reconcile the budget by fund, category of expenditure, and program (including over 60 districts and divisions). This activity includes management reporting responsibilities to all levels of management including the Director.
- Processes and negotiates (with DOF) various Section letters and Budget Revision requests during the year to ensure proper approval for budget adjustments. Special studies and reports to aid and implement management decision-making. As functional manager over the District's Resource Managers, the incumbent guides the districts in developing and maintaining their budgets by fund, program and category. Responsible for developing and delivering a department-wide budget training program that will assist department staff at all levels understand the budget process and their roles and responsibilities as part of that process.
- Oversees program budget management for the Operations, Maintenance, Local Assistance, Program Development, Research, Planning, Rail, Mass Transportation, Aeronautics, and Administrative Programs, along with the twelve geographic districts.
- Prepares and reviews BCPs, Finance Letters, Section letter requests, and Budget Revisions for inclusion in Governor's Budget. Balances allocation for each program to Governor's Budget and the appropriations. Oversees the allocation of resources by the Division Chiefs to the Districts.
- Provides analytical input to develop the Governor's Budget, including negotiating and acting as liaison between Caltrans and DOF, LAO, and other state agencies with respect to program policy issues. Develops and adjusts district and assigned division's internal allocations. Analyzes and recommends a course of action on program budget funding deficiencies. Analyzes fiscal impact of pending legislation.
- Monitors all segments of the Caltrans Support (State Operations) Budget expenditures and encumbrances for personal services and operating costs by district, service center, program, fund and category of expenditure.
- Prepares monthly, quarterly, semi-annual and annual forecasts of expenditures/encumbrances versus allocations. Resolves all funding issues between funds, districts and programs, primarily through the use of the allocation change request process. Describes and distributes resources by program and expenditure category. Reconcile appropriations by expenditure category for all funds used in the State Operations component of the budget.

MINIMUM QUALIFICATIONS

Applicants must have a permanent civil service appointment with the California Department of Transportation and meet the following qualifications by the final filing date in order to participate in this examination.

Either I

One year of experience in the California State service performing the duties of a Staff Services Manager II (Supervisory) or Staff Services Manager II (Managerial).

Or II

One year of experience in the California State service performing analytical staff duties of a class with a level of responsibility not less than that of Staff Services Manager II (Supervisory) or Staff Services Manager II (Managerial). **and**

Current employment in a class with a level of responsibility not less than that of Staff Services Manager II (Supervisory) or Staff Services Manager II (Managerial).

Or III

Two years of experience in the California State service performing the duties of a Staff Services Manager I.

Or IV

Experience: Five years of increasingly responsible management, personnel, fiscal, planning, program evaluation, or related analytical experience which shall have included the preparation of reports and the presentation of recommendations to management beyond the trainee level, at least two years of which must have been in a supervisory capacity. [Experience in the California State service applied toward this requirement must include two years performing the duties of a class with a level of responsibility not less than that of Staff Services Manager II (Supervisory) or Staff Services Manager II (Managerial).] (In appraising experience more weight will be given to the breadth of pertinent experience and the evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of the experience.); **and**

Education: Equivalent to graduation from college. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

KNOWLEDGE AND ABILITIES

Knowledge of: Principles, practices, and trends of public and business administration, including management and supportive staff services such as budget, personnel, management analysis, planning, program evaluation, or related areas; principles and practices of employee supervision, development, and training; program management; formal and informal aspects of the legislative process; the administration and Department's goals and policies; governmental functions and organization at the State and local level; Department's equal employment opportunity objectives; and a manager's role in the equal employment opportunity program and the processes available to meet equal employment opportunity (EEO) objectives.

Ability to: Reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems; develop and evaluate alternatives; analyze data and present ideas and information effectively both orally and in writing; consult with and advise administrators or other interested parties on a wide variety of subject-matter areas; gain and maintain the confidence and cooperation of those contacted during the course of work; review and edit written reports; utilize interdisciplinary teams effectively in the conduct of studies; manage a complex Staff Services program; establish and maintain project priorities; develop and effectively utilize all available resources; and effectively contribute to the Department's equal employment opportunity objectives.

POSITION SPECIFIC QUALIFICATIONS/EVALUATION CRITERIA

In addition to the minimum qualifications listed above, the following position specific qualifications will be evaluated:

- Demonstrated knowledge and ability to effectively lead, supervise, direct and manage an office of varied professional and technical staff.
- Demonstrated ability to manage a department-wide budget monitoring process.

- Demonstrated knowledge and involvement in the management of personal services and operating expenses across multiple programs and funding sources.
- Demonstrated knowledge and experience in examining existing policy and seeking new and more efficient ways of conducting business.
- Demonstrated knowledge and experience in developing and sustaining cooperative working relationships both internal and external departments.
- Demonstrated communications expertise, including developing and delivering and delivering presentations.

EXAMINATION INFORMATION

This examination process provides for position specific examining and selection of the most qualified managerial candidates. Job-selection criteria specific to each position and consistent with the knowledge, skills, and abilities of the classification will be applied. All candidates who meet the qualifications may compete for the vacant positions. An evaluation of the Examination/Employment Application (STD. 678), Statement of Qualifications, and interview will be used to rate candidates. A pool of candidates will be created for the specific position identified on this bulletin which will include the ranking of each candidate.

Candidates will be notified in writing of their examination results.

FILING INSTRUCTIONS

All interested applicants must submit:

- An original, signed State application (STD. 678) that includes civil service titles and dates of experience. The application should specify the **classification; position title and the MSP number 9MSP25** being interviewed for.
- No faxed or emailed applications will be accepted.
- A Statement of Qualifications. The Statement of Qualifications is a discussion of the candidate's experience that would qualify him/her for this position. **The Statement should be no more than two pages in length and should address each of the Position Specific Qualifications listed on this examination announcement.**
- Resumes are optional and **do not** take the place of the Statement of Qualifications.
- Effective January 1, 2009, Government Code Section 18991 is enacted which permits persons retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty to apply for Special Examination & Appointment (SEA) Program examinations, for which he/she meets the minimum qualifications. **Persons applying who qualify as a Veteran under Government Code Section 18991 must submit a copy of their DD214 with their Examination Application (STD. 678).**

State application and Statement of Qualifications must be received or postmarked by the final file date of **OCTOBER 13, 2009**. Interagency mail received after this date will not be accepted.

The State application and Statement of Qualifications are to be submitted to:

**Department of Transportation
ATTN: Liz Ochoa (9MSP25)
1727 30th Street, MS-86
Sacramento, CA 95816**

APPLICANTS WHO FAIL TO SUBMIT A STATEMENT OF QUALIFICATIONS WILL BE ELIMINATED FROM THE EXAMINATION.

Questions regarding this examination process should be directed to Liz Ochoa at (916) 227-7466.

ELIGIBILITY INFORMATION

This examination **will not** establish a civil service list; therefore, candidates **will not** have the ability to transfer their eligibility to other departments.

REASONABLE ACCOMMODATION

If you have a disability and wish to participate in one of our testing services, programs, or activities and require a specific accommodation, please mark the appropriate box for Question #2 on the Examination and/or Employment Application form. You will be contacted to make specific arrangements. TTY users may contact the California Relay Service TTY line at 1-800-735-2929, the Voice line at 1-800-735-2922, or the Exams TTY line at (916) 227-7857 for assistance.

For individuals with disabilities, this document may be available upon request in alternate formats. To obtain an alternate format, please call or write to the California Department of Transportation, Office of Examinations and Special Programs, P.O. Box 168036, MS-86, Sacramento, CA 95816. Voice (916) 227-7858/Calnet 498-7858 or TTY (916) 227-7857. California Relay Service: Voice 1-800-735-2922 or TTY 1-800-734-2929.